

Glossary of:

Frequently Used Terms

FREQUENTLY USED TERMS

Term	Definition
100% Levy	100% of the fund tax levies as approved by the Department of Local Government Finance
Appropriation	Authority by City/Town Council to expend funds
Budget Form 1	Budget form used to estimate budgetary needs, by line item, for the ensuing budget year
Budget Form 2	Budget form used to estimate revenues, other than tax money. The form consists of two columns; Column A represents the period July 1 to December 31 of the current budget year. Column B represent the period January 1 to December 31 of the ensuing budget year
Budget Form 3	Budget form used to advertise the date of the public hearing, adoption meeting, budget and levy for the ensuing budget year. The form also informs taxpayers of the maximum permissible levy and appeal rights
Budget Form 4	Budget form used by the City/Town Council approving (adopting) major budget fund classifications for the ensuing budget year
Budget Form 4A	Budget form used by the City/Town to show the breakdown of the advertised and adopted appropriations by classification.
Budget Form 4B	Budget form used to produce a fund tax rate. Form indicates the financial information necessary to fund the ensuing budget.
Cash	Monies on hand or invested as evidenced by entry in the unit's ledger
Controlled Levy	Tax monies raised which are chargeable against the Maximum Permissible Levy such as General Fund, Motor Vehicle Highway Fund, Park Fund and Fire/Police Pension Funds.
Current Budget Year	The budget year in which a city/town is operating.
Ensuing Budget Year	The next upcoming budget year which runs from January 1 to December 31. Also know as incoming budget year

Excessive Levy	An amount of money that exceeds the maximum permissible levy. Can become a permanent increase or a one-year increase depending upon the type of appeal submitted. Appeal must be submitted to the Department of Local Government Finance on or before September 19 of the current year
Exempt Levy	Tax money raised which is outside the Maximum Permissible Levy such as a Debt Service Fund
Fiscal Body	City/Town Council
Levy Excess	That amount of money which is actually raised in excess of 100% of the fund levy approved by the Department of Local Government Finance
Local Government Tax Control Board	Seven member board which holds hearings for excessive levy appeals and debt service requests and <u>recommends</u> approval, disapproval or modification to such requests
Maximum Permissible Levy (Maximum Levy)	The maximum amount of tax money which may be raised in any budget year as determined by the Department of Local Government Finance
City Executive	Mayor
Town Executive	President of Town Council
City Fiscal Officer	Controller (2nd class city), Clerk-Treasurer (3rd class city)
Town Fiscal Officer	Clerk-Treasurer

Appendix

City/Town Budget Forms

Sample Budget and Appropriation Orders

Excessive Levy Appeal Application